



Application Form Summer 2006

Goddard Space Flight Center High School Intern Program

A Career Experience for High School Students

**Sponsored by
NASA Goddard Space Flight Center
Greenbelt, MD 20771**

The Program

The Goddard Space Flight Center (GSFC) High School Intern Program (HIP) engages high school students in 'real-time' applications of science, technology, engineering and math (STEM) in a research-focused work world.

The Summer 2006 HIP is designed to attract and motivate outstanding young women and men to choose a summer career experience from which to learn more about space exploration in general, and GSFC-specific areas of earth science, space science, engineering, and technology. Clear expectations and mentored research lead to valued results for the students and NASA.

This summer intern program is for a minimum of four weeks and a maximum of eight weeks at GSFC. Students learn and apply research protocols and processes to a project related to one of GSFC's research disciplines of earth and space systems science, computer science, and engineering. Biological laboratory experiences are generally not available. Some knowledge of computer applications is essential for all placements. Participation in HIP will provide students with an increased understanding of the relevance of high school requirements as preparation for STEM opportunities.

Evidence of a strong aptitude in academics and demonstrated interest in STEM are primary considerations for selection. All applicants must submit a completed 2006 Goddard High School Intern Program Application Form and meet the following eligibility criteria:

- Must be a U.S. citizen.
- Live (maintain permanent, year-round residence) within reasonable commuting distance from the Goddard Space Flight Center.
- Have completed the sophomore year and be 16 years of age by June, 2006.
- Be able to provide demonstration of interest in science, engineering, math or technology
- Have maintained a GPA equivalent of a B or higher in science and math.
- Be available to participate Monday through Friday for the duration of the Program.
- Be in a position to provide daily transportation to/from GSFC.

A HIP Selection Committee will conduct the selection process to fill the small number of available positions. To be considered in this highly competitive process, the completed Application Form must be received at the address listed below and postmarked no later than **Tuesday, February 28, 2006.**

The Application

Note: You must use the current year's Goddard High School Intern Program application form. Previous year's forms will not be accepted. The 2006 Summer HIP Application Form can be downloaded at <http://education.gsfc.nasa.gov/pages/placement.html>. All completed information on the Application Form should be typed or printed legibly in black ink.

Use the following checklist to be certain that all requested information has been completed. Make a copy of all information for your personal records. Submit the original Application Form to the address indicated below.

A completed HIP application package includes forms and documentation for the following eight (8) areas:

- ☐ Student Information Form
- ☐ Student's Education Career Information
- ☐ Educational transcript
- ☐ Personal Essay (Maximum of 300 words)
- ☐ Interest and Career Preferences
- ☐ Computer Applications/Skills Inventory
- ☐ Parental Consent Form
- ☐ 2 Teacher Recommendations

Special Instructions for submission of applications.

1. **Materials must be sent by mail and postmarked no later than February 28, 2006.**
2. Applications will not be processed unless they are complete and all materials have been received.
3. An incomplete application package *will not* be forwarded to the Selection Committee.
4. There are no provisions for accepting applications by fax or E-mail.
5. Applicants are usually notified of their selection status by the end of March.
6. Assignments are made based upon the information provided in the application.
7. You will be contacted to acknowledge receipt of the application package.
8. Notification of selections usually is made at the end of March.
9. If selected, you will receive an information packet confirming your internship and providing instructions for any preparatory work need to be completed and forms to be signed.

Questions related to the Goddard High School Intern Program may be sent by e-mail (please note High School Intern Program in the subject line) to: bmccclain@pop100.gsfc.nasa.gov or by phone at 301.286.7356

Retain these instructions for your information and mail the completed application package, including all required documentation to:

**Goddard High School Intern Program
c/o Bonnie McClain, Education Specialist
Goddard Space Flight Center, Mail Code 130.3
Building 28, Room 165
Greenbelt, MD 20771**

STUDENT INFORMATION FORM

DATE RECEIVED _____

DATE NOTIFIED OF RESULTS _____

STUDENT INFORMATION FORM

Note: All fields must be completed on this page. All information must be typed or printed legibly using black ink.

LAST NAME: _____ FIRST NAME: _____
M.I.: _____

DATE OF BIRTH: _____ AGE(as of 6/06): _____ GENDER: ___ FEMALE ___ MALE

HOME ADDRESS:

STREET _____ CITY _____ STATE _____ ZIP _____

HOME PHONE NO: (_____) _____ - _____ E-MAIL ADDRESS: _____

U.S. CITIZEN? ___ YES ___ NO SOCIAL SECURITY NUMBER: _____ - _____ - _____

Note: Completion of this section is optional. It is useful for demographic information.

Ethnic Group (Check one that best applies)

___ Black or African American ___ Asian (Not Pacific Islander) ___ Native Hawaiian
___ Caucasian (Not Hispanic) ___ Hispanic or Latino ___ American Indian or Alaska Native
___ Pacific Islander ___ Multiracial (Please specify) _____
___ Other (Please specify) _____

Do you have a disability? ___ Yes ___ No If yes, list special needs required to complete the internship.

Student's Education Career Information

HIGH SCHOOL: _____ SCHOOL SYSTEM: _____

SCHOOL ADDRESS:

STREET _____ CITY _____ STATE _____ ZIP _____

GRADE LEVEL AS OF 2006-2007 ACADEMIC YEAR: ___ SOPHOMORE ___ JUNIOR ___ SENIOR

CUMULATIVE GRADE POINT AVERAGE AS OF THE END OF THE 2005-2006 FIRST SEMESTER ACADEMIC YEAR _____

NAME OF GUIDANCE OR CAREER COUNSELOR _____

TELEPHONE NUMBER _____

EDUCATIONAL TRANSCRIPT

Note: Include your current educational transcript in the application package.

Your transcript should include all high school courses with final grades through the fall semester of the 2005-2006 academic year. Photocopies are acceptable. If the transcript does not include 2005-2006 fall semester final grades, include a copy of your current report card.

PERSONAL ESSAY

Your personal essay is an opportunity to describe your career goals, explain your special talents and skills, and tell why you wish to participate in this program. Tell how you will share what you learn with others. The essay must be typed on standard-sized paper (8 ½" x 11") and be **signed and dated** by you, the applicant. The essay should have no more than 300 words. Submit this essay as a part of the complete High School Intern Program Application Package.

INTEREST AND CAREER PREFERENCES

Note: The choices listed in this preference chart are areas highly relevant to Goddard.

Please rate each choice by using the numerical scale.

3 = Very strong interest

2 = Strong interest

1 = Some interest

0 = No desire to pursue

INTEREST AREA	STRENGTH OF INTEREST
Artificial Intelligence	
Astronomy/Astrophysics	
Chemistry	
Climate	
Computer Hardware	
Computer Software	
Cryogenics	
Earth Science	
Electromechanical Systems	
Engineering	
Life Sciences	
Materials Science	
Mathematics	
Mechanical Systems	
Meteorology	
Microwave	
Oceanography	
Physical Science	
Physics	
Remote Sensing	
Satellites	
Space Communications	
Spacecraft	
Space Science	
Other:	

COMPUTER APPLICATIONS/SKILLS INVENTORY

Note: This information is not used as primary selection criteria, but it is very helpful in choosing appropriate placements for selected students.

Use the definitions below to rate your computer applications/skill level within the categories listed including specific software you have used. You may add other relevant software experience in the extra spaces.

APPLICATIONS/ SKILL LEVEL	DEFINITIONS
4	Am very experienced with the software's basic, intermediate, and advanced features. Have completed many varied assignments and projects using the advanced features of this software and am able to instruct others.
3	have mastered all the basic and intermediate functions. Have completed several assignments and projects of varied types using the software and am able to instruct others about basic and intermediate software features.
2	Am familiar with basic features as well as some intermediate features. Have completed assignments using the software and am able to instruct beginners about software basics.
1	Am familiar with basic features only.
0	Have not used this type of software.

SOFTWARE	EXPERIENCE/ SKILL LEVEL	SOFTWARE	EXPERIENCE/ SKILL LEVEL
Operating Systems		Desktop Publishing/WebPage Design	
Windows (Version _____):		MS Front Page	
MAC (Version _____):		GoLive	
Linux		HTML	
Unix		XML	
		Dreamweaver	
Word Processing		Computer Graphics	
MS Word		Adobe PhotoShop	
WordPerfect		Adobe Illustrator	
Other:		Corel Draw	
Spreadsheets		InDesign	
MS Excel			
		Programming Languages	
Data Bases		C++	
MS Access		JAVA	
MySQL		JAVAScript	
FileMaker		Visual Basic	
Internet Browsers			
MS Internet Explorer			
Netscape			
Presentation			
MS PowerPoint			

Student, read the following statement carefully. Your signature indicates agreement and acceptance of all provisions and the type of internship for which you are applying.

I hereby certify by my signature below that I understand and agree that any misrepresentation or inaccurate information on my application form or any other submitted materials will be cause for my disqualification from consideration and participation in the Goddard High School Intern Program. I also understand that if selected to participate, I must participate for the full duration of the Program within the dates specified. I understand that failure to do so may result in the immediate termination of my internship.

I am ONLY applying for a summer internship that pays a stipend. _____

I am applying for any type of summer internship available, either as a volunteer or with a stipend. _____

Student's Signature _____ Date _____

Student's Name Printed _____

PARENTAL CONSENT FORM

Note: Parent(s) or the student's legal guardian(s) are asked to read and sign this form.

Parent(s), please read the following statements carefully. Your signature indicates your agreement with these provisions and gives your permission for your student's participation.

- ◆ I hereby grant my permission for teachers (selected by my son/daughter) to complete the recommendation forms to be submitted as a part of the complete application package for the Goddard High School Intern Program – Summer 2006. I understand that the recommendations may be used in the selection process.
- ◆ I grant my permission for school officials to provide a current educational transcript and understand that the transcript may be used in the selection process.
- ◆ I am aware that this is a highly competitive program with only a few students receiving selection. If selected, I understand that my son/daughter will be offered the opportunity to participate in this program. **If the offer is accepted, my son/daughter agrees to participate for the duration of the program.**
- ◆ I understand that my son/daughter will be responsible for his/her own transportation to and from Goddard Space Flight Center each day.
- ◆ I have reviewed and concur with the information provided by my son/daughter in completing the application materials and will attest to its accuracy and truthfulness.

Parent's Signature _____

Parent's Printed Name _____

Mailing Address _____

Home Phone _____ Work Phone _____

Date _____

TEACHER RECOMMENDATION FORM

Note: Two recommendations are required using the forms provided. The recommendations must be from the applicant's teacher of science, math, or computer science.

TEACHER RECOMMENDATION - 1 - SCIENCE, MATHEMATICS, OR COMPUTER SCIENCE			
Teacher's Name/Position/Discipline:			
Name of School:			
How long have you known the student? In what capacity?			
Please rate the student in the following areas.			
1. Ability to follow rules and directions <input type="checkbox"/> Always follows <input type="checkbox"/> Sometimes follows <input type="checkbox"/> Seldom follows <input type="checkbox"/> Never follows	2. Accepts responsibility <input type="checkbox"/> Always accepts responsibility <input type="checkbox"/> Usually accepts responsibility <input type="checkbox"/> Sometimes irresponsible <input type="checkbox"/> Often irresponsible	3. Leadership ability <input type="checkbox"/> Strong leadership ability <input type="checkbox"/> Sometimes exhibits leadership <input type="checkbox"/> Seldom exhibits leadership <input type="checkbox"/> Always follows others	
4. Initiative/Independence <input type="checkbox"/> Seeks extra tasks <input type="checkbox"/> Prepares assigned tasks <input type="checkbox"/> Needs occasional reminders <input type="checkbox"/> Needs constant reminding <input type="checkbox"/> Seldom shows initiative	5. Ability to work well with others <input type="checkbox"/> Always works well <input type="checkbox"/> Sometimes works well <input type="checkbox"/> Seldom works well <input type="checkbox"/> Does not work well	6. Oral communication skills <input type="checkbox"/> Very articulate <input type="checkbox"/> Articulate <input type="checkbox"/> Somewhat articulate <input type="checkbox"/> Difficulty in articulation <input type="checkbox"/> Inarticulate	
7. Written Communication <input type="checkbox"/> Excellent writing skills <input type="checkbox"/> Good writing skills <input type="checkbox"/> Average writing skills <input type="checkbox"/> Poor writing skills	8. Level of interest <input type="checkbox"/> Exhibits high interest <input type="checkbox"/> Often interested <input type="checkbox"/> Seldom interested <input type="checkbox"/> Lacks interest	9. Motivation <input type="checkbox"/> Highly self-motivated <input type="checkbox"/> Sometimes motivated <input type="checkbox"/> Seldom motivated <input type="checkbox"/> Lacks motivation	10. Maturity <input type="checkbox"/> Always exhibits maturity <input type="checkbox"/> Sometimes exhibits maturity <input type="checkbox"/> Seldom exhibits maturity <input type="checkbox"/> Immature
Identify the strengths and skills that will most promote this student's success in our Program: (check all that apply) <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="checkbox"/> Oral Communication</div> <div style="width: 50%;"><input type="checkbox"/> Time Management</div> <div style="width: 50%;"><input type="checkbox"/> Leadership Skills</div> <div style="width: 50%;"><input type="checkbox"/> Interpersonal Skills</div> <div style="width: 50%;"><input type="checkbox"/> Written Communication</div> <div style="width: 50%;"><input type="checkbox"/> Research Technique</div> <div style="width: 50%;"><input type="checkbox"/> Career Awareness</div> <div style="width: 50%;"><input type="checkbox"/> Computer/Technology</div> </div>			
Overall Recommendation for the Program <input type="checkbox"/> Very Highly Recommended (top 5%) <input type="checkbox"/> Highly Recommended (top 10%) <input type="checkbox"/> Recommended <input type="checkbox"/> Recommended with reservations <input type="checkbox"/> Not Recommended		Teacher Comments: <div style="height: 100px;"></div>	

Signature: _____

Date: _____

May we contact you for additional information?

☐ Yes
☐ No

Telephone No.
(____) _____ - _____

E-mail: _____

THIS FORM SHOULD BE RETURNED AS PART OF THE STUDENT'S APPLICATION PACKAGE

TEACHER RECOMMENDATION FORM

Note: Two recommendations are required using the forms provided. The recommendations must be from the applicant's teacher of science, math, or computer science.

TEACHER RECOMMENDATION - 2 - SCIENCE, MATHEMATICS, OR COMPUTER SCIENCE			
Teacher's Name/Position/Discipline:			
Name of School:			
How long have you known the student? In what capacity?			
Please rate the student in the following areas.			
1. Ability to follow rules and directions <input type="checkbox"/> Always follows <input type="checkbox"/> Sometimes follows <input type="checkbox"/> Seldom follows <input type="checkbox"/> Never follows	2. Accepts responsibility <input type="checkbox"/> Always accepts responsibility <input type="checkbox"/> Usually accepts responsibility <input type="checkbox"/> Sometimes irresponsible <input type="checkbox"/> Often irresponsible	3. Leadership ability <input type="checkbox"/> Strong leadership ability <input type="checkbox"/> Sometimes exhibits leadership <input type="checkbox"/> Seldom exhibits leadership <input type="checkbox"/> Always follows others	
4. Initiative/Independence <input type="checkbox"/> Seeks extra tasks <input type="checkbox"/> Prepares assigned tasks <input type="checkbox"/> Needs occasional reminders <input type="checkbox"/> Needs constant reminding <input type="checkbox"/> Seldom shows initiative	5. Ability to work well with others <input type="checkbox"/> Always works well <input type="checkbox"/> Sometimes works well <input type="checkbox"/> Seldom works well <input type="checkbox"/> Does not work well	6. Oral communication skills <input type="checkbox"/> Very articulate <input type="checkbox"/> Articulate <input type="checkbox"/> Somewhat articulate <input type="checkbox"/> Difficulty in articulation <input type="checkbox"/> Inarticulate	
7. Written Communication <input type="checkbox"/> Excellent writing skills <input type="checkbox"/> Good writing skills <input type="checkbox"/> Average writing skills <input type="checkbox"/> Poor writing skills	8. Level of interest <input type="checkbox"/> Exhibits high interest <input type="checkbox"/> Often interested <input type="checkbox"/> Seldom interested <input type="checkbox"/> Lacks interest	9. Motivation <input type="checkbox"/> Highly self-motivated <input type="checkbox"/> Sometimes motivated <input type="checkbox"/> Seldom motivated <input type="checkbox"/> Lacks motivation	10. Maturity <input type="checkbox"/> Always exhibits maturity <input type="checkbox"/> Sometimes exhibits maturity <input type="checkbox"/> Seldom exhibits maturity <input type="checkbox"/> Immature
Identify the strengths and skills that will most promote this student's success in our Program: (check all that apply) <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> Oral Communication <input type="checkbox"/> Leadership Skills <input type="checkbox"/> Written Communication <input type="checkbox"/> Career Awareness </div> <div style="width: 50%;"> <input type="checkbox"/> Time Management <input type="checkbox"/> Interpersonal Skills <input type="checkbox"/> Research Technique <input type="checkbox"/> Computer/Technology </div> </div>			
Overall Recommendation for the Program <input type="checkbox"/> Very Highly Recommended (top 5%) <input type="checkbox"/> Highly Recommended (top 10%) <input type="checkbox"/> Recommended <input type="checkbox"/> Recommended with reservations <input type="checkbox"/> Not Recommended		Teacher Comments: <div style="height: 100px;"></div>	

Signature: _____

Date: _____

May we contact you for additional information?

☐ Yes
☐ No

Telephone No.
(____)____ - _____

E-mail: _____

THIS FORM SHOULD BE RETURNED AS PART OF THE STUDENT'S APPLICATION PACKAGE

